

# HISTORIC AREA WORK PERMIT APPLICATION

In accordance with Chapter 24, Article XII of the City Code.

Application Number \_\_\_\_\_

Date Filed \_\_\_\_\_

Application Completed \_\_\_\_\_

HPAC Hearing/Review \_\_\_\_\_

HDC Hearing/Review \_\_\_\_\_

Decision \_\_\_\_\_

Date of Decision \_\_\_\_\_

**SUBJECT PROPERTY (ADDRESS)** \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

TAX ACCOUNT NUMBER \_\_\_\_\_

**APPLICANT/OWNER/AUTHORIZED AGENT**

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**OWNER OF RECORD (IF NOT APPLICANT)**

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**TYPE OF WORK (CHECK APPROPRIATE)**

☐ Visible from public way

☐ Not visible from public way

☐ Fence

☐ Windows

☐ Additions

☐ New Construction

☐ Signage

☐ Siding

☐ Relocation

☐ In-kind Replacement

☐ Parking

☐ Roofing

☐ Restoration

☐ Utilities (meters, cables,

etc.)

☐ Landscape

☐ Accessory Building

☐ Demolition

☐ Miscellaneous

**DESCRIPTION OF PROPOSED WORK**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMISSION REQUIREMENTS (SEE OTHER SIDE)**

I hereby have read, understand, and agree to the material presented on both sides of this form, and the attached Historic Area Work Permit Information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## SUBMISSION REQUIREMENTS

1. **Site plan** (1 copy regular size 24" x 36" or larger, and 1 copy at 8 1/2" x 11") showing:
  - A. Lot dimensions.
  - B. Building(s) location and dimensions.
  - C. Driveways, walks, fences, patios, accessory buildings, planting areas, free standing signs (if any), existing and proposed.
  - D. North arrow, date, and scale.
  - E. If landscape plan, show placement, number, types, species, height/spread at installation and at maturity; spacing of all plantings must be shown.
2. **Architectural drawings**, showing labeled sections and elevations, north arrow, scale and date.
3. **Original photographs** of area affected (all views visible from the public way).
4. **Samples**, showing composition, color and texture of materials to be used.

## ACCEPTANCE OF APPLICATION

The material listed above is required to constitute a **complete** application. Applications will be formally accepted for processing only after staff has reviewed for **completeness**. Applicants will be contacted if additional information is needed.